

IT Automation

https://itautomation.com/?post_type=jobs&p=3530

Microsoft 365 Administrator

Description

IT Automation LLC is seeking a highly skilled Microsoft 365 Administrator to support the deployment, management, and optimization of Microsoft 365 services across the organization. This role requires a strong combination of technical expertise, administrative capability, and collaboration skills to ensure effective and secure utilization of Microsoft 365 tools. The ideal candidate will be well-versed in Microsoft 365 applications, security, compliance, and user support within a professional enterprise environment.

Responsibilities

- Administer and maintain Microsoft 365 services including Exchange Online, SharePoint Online, Teams, OneDrive, and Azure Active Directory.
- Support deployment and configuration of M365 workloads across departments, ensuring secure and efficient collaboration.
- Monitor system performance, perform regular maintenance, and manage updates to Microsoft 365 infrastructure.
- Handle user administration tasks including license assignment, group management, and permissions control.
- Develop and enforce governance, security, and compliance policies within the M365 environment.
- Troubleshoot and resolve technical issues related to Microsoft 365 apps and services.
- Collaborate with IT support, security, and business units to ensure optimized usage of collaboration tools.
- Provide technical support and training to end users on Microsoft 365 features and best practices.
- Maintain documentation of system configurations, policies, procedures, and changes.

Qualifications

- Education: Bachelor's degree in Information Technology, Computer Science, or a related field.
- Experience: Minimum 3 years of professional experience with Microsoft 365 administration in an enterprise or public sector environment.

Technical Skills:

- Strong proficiency in Microsoft 365, including Exchange Online, Teams, SharePoint, OneDrive, and Azure AD.
- Experience with user provisioning, license management, and M365 compliance & security settings.
- Familiarity with PowerShell scripting for administrative automation.
- Understanding of hybrid M365 deployments and integrations with on-premises environments.
- Knowledge of Microsoft 365 security and compliance center tools.

Soft Skills:

- Strong communication and collaboration skills.

Hiring organization

IT Automation LLC

Employment Type

Full-time

Beginning of employment

Immediate

Duration of employment

12+ Months

Industry

Westchester County, NYS

Job Location

10551, New York, New York, USA

Working Hours

8:30 AM – 5:00 PM EST

Base Salary

\$ 60,000 - \$ 70,000

Date posted

April 1, 2025

Valid through

30.04.2025

- Ability to troubleshoot technical issues efficiently and accurately.
- Excellent organizational and documentation skills.
- Capability to work independently and in cross-functional teams.

Certifications (Preferred):

- Microsoft 365 Certified: Modern Desktop Administrator Associate
- Microsoft 365 Certified: Enterprise Administrator Expert

Job Benefits

- 401(k) Retirement Plan
- Comprehensive Health, Vision, and Dental Insurance
- Annual Performance Reviews & Employee Recognition Bonuses
- Ongoing Training & Professional Development Opportunities

Contacts

- Email: info@itautomation.com
- Phone # 919-249-6373 (Work)